<u>Memorandum</u>

To: Linda Bettencourt, Town Clerk

From: Faith M. Jackson, Director

Human Relations Department

Date: October 2, 2013

Re: Walter C. Jones Fund Meeting

This is to inform you that the Walter C. Jones Fund Committee will hold its regularly scheduled meeting on Wednesday, October 16th at 10:00 a.m. in Room B-19. If you have any questions, please contact me at 860-638-4830.

If you require special accommodations for any meeting, please call the Senior Services Specialist at 860-638-4542, (voice) or 860-638-4812 (TDD/TTY), or the Town Clerk's Office at 860-638-4910 at least ten (10) days prior to the scheduled meeting.

Thank you.